

## COMMONWEALTH OF VIRGINIA

## VIRGINIA STATE LIBRARY

## DIVISION OF RECORDS MANAGEMENT

REQUEST FOR AND AUTHORIZATION OF  
RECORDS RETIREMENT

THIS AUTHORIZATION IS EFFECTIVE UNTIL CANCELED

## 1. NAME OF FILE OR RECORD:

Member Agency History Activity File -

Retirement (Teacher &amp; Political Code)

## 2. AGENCY:

Retirement System,  
Virginia Supplemental

## 3. AUTHORIZATION NO.:

158-22

## 4. DIVISION:

Finance/Data Processing

## 5. SUB-UNIT:

Contribution Accounting-Retirement

## 6. REQUESTED BY:

Gary L. Smith

## DATE REQUESTED:

4/2/81

## 7. AGENCY APPROVAL:

Glen D. Pond

## DATE APPROVED:

4/6/81

## 8. RATE OF ACCUMULATION PER ANNUM:

10.0 cubic feet

## 9. KIND OF COPY:

Original

## 10. SIZE OF FORM/RECORD:

8-1/2" x 11"

## 11. COLOR OF FORM:

White

12. ☒ MACHINE POSTED☒ Hand/typ

## 13. RECOMMENDED RETENTION AND DISPOSAL SCHEDULE:

## A. CURRENT FILE:

1 year

## B. INACTIVE FILE:

3 years

## C. STORAGE:

N/A

## D. MICROFILM FILE OR RECORD AND

☐ DESTROY DATA☐ RETURN DATAE. ☐ STORE FILM☐ RETURN FILM

## 14. ARRANGEMENT OF RECORDS:

☐ CHRONOLOGICAL☐ ALPHABETICAL

## SERIES CUT OFF:

☐ CALENDAR☐ CONTINUOUS☒ NUMERICAL☐ SUBJECT NUMERICAL☒ FISCAL☐

Numerical by: Agency Code

## 5. APPRAISAL OF FILE OR RECORD -- (TABULATE EACH FORM BY NUMBER AND TITLE)

The file records all member agency activity for each fiscal year. The information provides activity data concerning moneys due VSRS. This file set is a working reference file for the contribution Section Accountants and is retained for reference and audit.

The file set is in agency numerical order while the documentation included in each individual agency file within the file set is in chronological order. The documents in a file include computer produced contribution updates, contribution transmittals (VSRS-40/41), payroll adjustments (VSRS-16), and journal vouchers.

The date range is 1979 to the present and the total accumulation is 20.0 cubic feet.

DISPOSITION: Retain for three years or until audited, whichever is longer, and destroy.

## SPACE BELOW THIS LINE FOR USE OF STATE RECORDS ADMINISTRATOR

## APPROVED RETENTION AND DISPOSAL SCHEDULE:

☐ BURN☐☐ WASTE PAPER

## CURRENT FILE:

\_\_\_\_ YEARS

## INACTIVE FILE:

\_\_\_\_ YEARS

## STORAGE:

\_\_\_\_ YEARS

☐ RETAIN PERMANENTLY

\_\_\_\_ YEARS AFTER AUDIT

☐ APPROVED AS  
RECOMMENDED  
BY AGENCY

## REMARKS:

## DATE:

JUN 03 1981

## STATE COMPTROLLER OR DEPUTY:

## STATE RECORDS ADMINISTRATOR:

## DATE:

## STATE LIBRARIAN OR DEPUTY:

## DATE:

APR 10 1981

## STATE RECORDS ADMINISTRATOR: